

Contract Maintenance:

Review Work Items

Objectives

- View Work Items
- Create a Work Item
- Update a Work Item
- Void a Work Item

About Work Items

DOT contracts sometimes include consolidated line items that represent multiple items of work. Design Build contracts for example, may have a single consolidated line item that encompasses the design, construction and inspection of the entire project. Conventional contracts may contain one or more consolidated line items used to represent large portions of the project. For example:

- ◆ A Design Build contract may have a consolidated line item like: *Design, Construction and Inspection*, quantity 1, unit price \$70,900,000.00.
- ◆ A Conventional Lump Sum contract may have multiple consolidated line items like: *Construction of Superstructure*, quantity 1, unit price \$154,000.00; and *Roadway Construction*, quantity 1, unit price \$191,000.00.

These consolidated line items are received by HiCAMS via the SPECS interface. They usually have no materials associated in the Contract Bill of Materials (CBOM), and are primarily useful for project planning and payment. Once in HiCAMS, however; project personnel with the appropriate security should add and maintain the individual work items required to complete each consolidated line item. These individual work items and their associated materials will be used when entering Samples, Field Inspection Reports, Density tests and other information required for Project Certification. For example:


- ◆ The Design Build line item *Design, Construction, and Inspection* above, may require many work items like: AGGREGATE BASE COURSE, SELECT MATERIAL CLASS IV, ASP CONC SUR CRS S9.5C, 11" PCC PVMT – THRU LANES, ASP CONC INT CRS I19.0C, etc.
- ◆ The Conventional contract line item *Roadway Construction* above, may require a few work items like: AGGREGATE BASE COURSE, STL BM GUARDRAIL, and ASP CONC SUR CRS S9.5C.

This chapter will discuss how to add and maintain these work items.

View Work Items

- Step 1:** Log onto HiCAMS, using the instructions in “HiCAMS Getting Started.”
- Step 2:** Select **Contract Maintenance** from the **Functions** menu and choose **Review Work Items** from the sub-menu that appears.

The **Review Work Items** window appears:

- Step 3:** Enter the contract number to work with using one of these procedures:
- ◆ Type the contract number in the **Contract** field and press Enter.
 - ◆ Choose a contract following this procedure:
 - a) Click the book icon to the right of the **Contract** field. 

The **Contract Selection** window appears.

Contract	Work Order	TIP Number	Description (nickname)	Contractor
C103585	8.T491603	I-2201D	WIDENING, GRADING, DRAINAGE, PAVING, SIGN	APAC-CAROLINA, INC., C
C103806	7.4970854		MILLING, RESURFACING, & PAVEMENT MARKING	BLYTHE CONSTRUCTION,
C104211	8.2491403	U-608A	FINE GRADING, PAVING, GRDRAIL, SIGNING, & B	APAC-CAROLINA, INC., C
C104363	5.4921145		MILLING, AST, RESURFACING, SHLDR CONST, &	SLOAN CONSTRUCTION C
C104500	8.T491605	I-2201GR	GUARDRAIL REPLACEMENT. I-40 WEST OF SR-	REYNOLDS FENCE & GUA
C104512	8.1492002	I-2723	SAFETY IMPROVEMENTS. I-85 / I-85 BUS & US-	REYNOLDS FENCE & GUA

Tip: The information in the window is sorted by contract number, in ascending order. To change the sort order or type, click on the corresponding column title.

- b) By default, the contracts displayed in the window are those associated with your office. To select a contract from another location, select it from the list box in the **Location** field.
- c) To display contracts in a particular status, select your choice from the list box in the **Status** field.
- d) Find the contract you want to select from the list in the window, using the scroll bar, if necessary.
- e) Click **OK**.

The **Line Item** drop down list is populated with line items from the selected contract.

Step 4: Select a line item to work with using one of the following procedures.

- ◆ Type a line item number in the **Line Item** field.
- ◆ Select a line item from the **Line Item** drop down list.

Work items associated with the selected contract and line item appear.

Note: If you are unsure of which line item to choose, select <ALL> from the **Line Item** drop down list to view all work items.

Field Definitions

Work Item Grid

Row	Line Item	Work Item	Section	Pay Item Number	Description	UOM	Plan Quantity
1	1SA6	1	9000	0000900000-N	GENERIC MISCELLANEOUS ITEM (LS) 123445	LS	500.000
2	1SA6	2	225	0022000000-M	UNCLASSIFIED EXCAVATION	M3	600.000
3	1SA6	5	9000	0185000000-M	BREAKING OF EXT CONC PVMT	M2	900.000
4	1SA6	7	9000	0468000000-M	600MM X PIPE RC END SECT	EA	1,100.000
5	1SA6	8	320	0582000000-M	400MM CS PIPE CULV 1.63MM	M	1,200.000
6	1SA6	11	868	3621000000-M	PLN RIP RAP CL II	M2	3,500.000
7	1SA6	12	907	4216000000-N	R&STK MILEMRKER POSTS	EA	6,700.000
8	1SA6	13	1205	4695000000-M	200MM THERMO MKG 2.3MM TK	M	95.000
9	1SA6	16	1670	6370000000-N	INKBERRY 9	EA	6,359.000

Line Item: Displays the payable line item number.

Work Item: Displays the work item number.

Section: Displays the work item's section number from the Master Pay Item list.

Pay Item Number: Displays the work item's pay item number from the Master Pay Item list.

Description: Displays the work item description.

UOM: Displays the work item's unit of measure.

Quantity: Displays the quantity of the work item to be installed or completed upon project completion.

Status: Displays the status of the work item.

Work Accomplished Tab:

Work Accomplished					Materials	History
Start Date	End Date	Quantity	Quantity to Date	Comment		
03/01/2008	03/05/2008	0.000	40.000			
03/23/2005	02/29/2008	0.000	40.000			
02/21/2005	03/22/2005	0.000	40.000			
01/16/2005	02/20/2005	8.000	40.000			
01/01/2005	01/15/2005	10.000	32.000			

Start Date: Displays the start date of each work period associated with the selected work item.

End Date: Displays the end date of each work period associated with the selected work item.

Quantity: Displays the quantity of work accomplished for each work period.

Quantity to Date: Displays the total quantity of work accomplished to date for the selected work item.

Comment: Displays any comments associated with the work period.

Note: The information displayed on the **Work Accomplished** tab is dependent upon the item selected in the **Work Item** grid. Data on this tab is for information purposes only. If no work accomplished

has been entered against the selected work item, this tab will appear blank. Information on this tab can also be found on the **Review Work Accomplished** window.

Materials Tab:

Work Accomplished Materials History							
Material	Master Conv Unknown	Conversion Factor	Substitution Group	Quantity	Unit of Measure	How Received	Criticality
Cross Pipe Reinforced Concrete End Se	<input type="checkbox"/>	1.000		1,100.000	Each	Material Receipt	Critical

Material: Displays a description of each material associated with the selected work item.

Master Conv Unknown: Displays an indicator (checkmark) if no standard conversion factor exists for the material and line item in the Master Bill of Materials (MBOM). Materials where the master conversion factor is unknown have conversion factors that are specific to the contract.

Conversion Factor: Displays the conversion factor from the CBOM for each material on the selected work item.

Substitution Group: Displays the substitution group from the CBOM for each material on the selected work item.

Quantity: Displays the quantity of material to be used in completing the Work Item. Derived by multiplying the Work Item quantity by the conversion factor.

Unit Of Measure: Displays the unit of measure for each material associated with the selected work item.

How Received: Displays the method by which the material should be received within the HiCAMS application based on the current MSG settings.

Criticality: Displays the material's criticality based on the current MSG settings.

Note: The information displayed on the **Materials** tab is dependant upon the item selected in the **Work Item** grid. Data on this tab is for information purposes only. If no materials exist for the selected item, this tab will appear blank. Information on this tab can also be found on the **Review Contract BOM** window.

History Tab:

Work Accomplished Materials History			
Action	Action Date	Who	Comment
Create	05/06/2005 11:26:00 AM	Randy K. Pace	

Action: Displays the action taken.

Action Date: Displays the date the action was taken.


Who: Displays the user name of the person who took the action.

Comment: Displays additional information regarding the action.

Create Work Items

- Step 1:** Log onto HiCAMS, using the instructions in “HiCAMS Getting Started.”
- Step 2:** Select **Contract Maintenance** from the **Functions** menu and choose **Review Work Items** from the sub-menu that appears.

The **Review Work Items** window appears:

- Step 3:** Enter the contract number to work with using one of these procedures:
- ◆ Type the contract number in the **Contract** field and press Enter.
 - ◆ Choose a contract following this procedure:
 - a) Click the book icon to the right of the **Contract** field. 

The **Contract Selection** window appears.

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- c) To display contracts in a particular status, select your choice from the list box in the **Status** field.
- d) Find the contract you want to select from the list in the window, using the scroll bar, if necessary.
- e) Click **OK**.

The **Line Item** drop down list is populated with line items from the selected contract.

Step 4: Select a line item that the new work item should be associated with using one of the following procedures:

- ◆ Type a line item number in the **Line Item** field.
- ◆ Select a line item from the **Line Item** drop down list.

Information associated with the selected contract and line item appears.

Step 5: Click the **Insert** icon on the toolbar. 

The **Work Item** selection window appears.

Master Pay Item List			
Section Number	Item Number	Description	UOM
615	592	FIELD LABORATORY RENTAL, ASPHALT PLANT MIX	LS
710	1902000000-N	SURFACE TESTING CONCRETE PAVE-MENT	LS
725	1924000000-N	FIELD LABORATORY RENTAL, PORT CEM CONC PAVEMENT	LS
725	683	FIELD LABORATORY RENTAL, PORT CEM CONC PAVEMENT	LS
801	2	CONSTRUCTION SURVEYING	LS
801	18	SUPPLEMENTAL SURVEYING	HR
801	0B00010000-N	SUPPLEMENTAL SURVEYING	HR
801	0B08790000-N	SUPPLEMENTAL SURVEYING	HR
9000	0000400000-N	CONSTRUCTION SURVEYING	LS
9000	20	FIELD OFFICE	LS
9000	0000700000-N	FIELD OFFICE	LS
9000	8113000000-N	SID INSPECTION	EA
260	50	PROOF ROLLING	HR
260	0192000000-N	PROOF ROLLING	HR
300	65	BEDDING MATERIAL, PIPE CULVERT	TON
300	0324000000-E	BEDDING MATERIAL, PIPE CULVERT	TON
300	0318000000-E	FOUNDATION CONDITIONING MATERIAL, MINOR STRS	TON

Step 6: Select the desired work item(s) from the list using one of the following procedures:

- ◆ To select a single item:
 - a) Click on the appropriate row to highlight the desired work item
 - b) Click OK.
- ◆ To select a range of items:
 - a) Click on the first row in the range
 - b) Hold down the [Shift] key and click the last row in the range.
 - c) Release the [Shift] key and click OK.
- ◆ To select multiple items not in a range:
 - a) Click on one of the desired items
 - b) Hold down the [Ctrl] key and click each additional item.
 - c) Release the [Ctrl] key and click OK.

The **Review Work Items** window appears with the selected work items inserted.

***Tip:** The line item number you selected in step 4 has been copied by default to each new work item. The default line item can be changed on each row if necessary.*

If one or more generic items were selected, continue with Step 7. If no generic items were selected, skip to step 8.


Step 7: Update each generic item description by clicking in the **Description** field and editing and/or adding to the existing text.

Step 8: Enter a quantity for each new work item.

Step 9: Click the **Save** icon on the toolbar. 


The new work items are saved and the Contract Bill of Materials (CBOM) is updated with the appropriate materials from the Master Bill of Materials (MBOM).

Update a Work Item

- Step 1:** Complete steps 1 – 4 under *Accessing a Work Item*.
- Step 2:** Click in the **Description** field to edit the generic item description.
- Step 3:** Click in the **Quantity** field to edit the quantity of the work item.
- Step 4:** Click the **Save** icon on the toolbar. 

The updated information is saved.

Void a Work Item

- Step 1:** Complete steps 1 – 4 under *Accessing a Work Item*.
- Step 2:** Right-Click on the work item to be updated.
- Step 3:** Select *VOID* from the popup menu
- Step 4:** Click the **Save** icon on the toolbar. 

The updated information is saved.